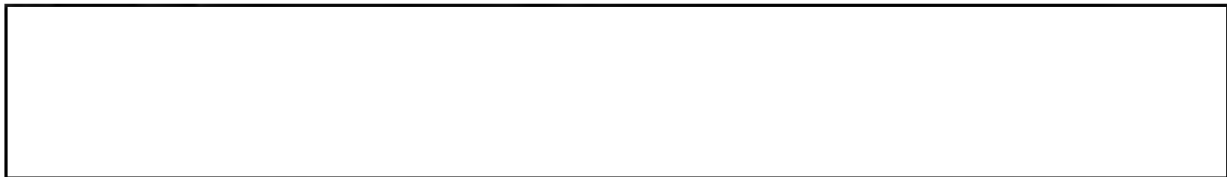


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MINUTES
DD/S STAFF MEETING
15 August 1972



25X1A

2. Mr. Coffey announced that [redacted] joined the O/DDS Staff as Deputy Special Support Assistant yesterday.

25X1A

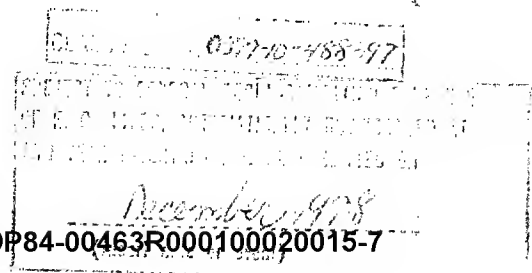
3. Suggestion Awards - [redacted]

25X1A

a. Over the past five fiscal years, an average of 124 eligible proposals and ideas have been received from the Support Services each year. The average adoption rate over these five years has been 33 percent per year. The average cash award for adopted Support Services submitted proposals and ideas during the past five years has been \$260. The total dollar awards to the Support Services have averaged \$10,010 per year during the past five years. Awards of over \$16,000 and \$17,000 for fiscal years 1969 and 1970 contributed to the Support Services high five-year average.

b. In FY 1969, the Agency realized \$4 million in savings from employee-submitted proposals and ideas. The Agency was seventh in such savings among all Federal agencies in FY 1969.

c. Eligible proposals and ideas submitted by the Support Services during FY 1972 reached 129. This number exceeded all components except the DDI. The DDI is consistently high because of NPIC's inputs. The adoption rate for the Support Services proposals and ideas during FY 1972 was 28 percent. Sixty cases were declined during the year and twelve or more cases could not yet be registered, even though they have been accepted. The latter is because study and evaluation are still in progress or production has not been completed based upon prototypes that our inventors have designed. Slightly over \$5,000 in awards has been paid to Support Services employees for their adopted proposals and ideas during FY 1972. We expect the Support Services cash awards to exceed \$10,000 in FY 1973.



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d. One of the problems facing the Suggestion Awards Committee in bringing good ideas forward is the attitude of some supervisors. Supervisors sometime balk and say, "This is what we are paying him to do -- so why pay him a cash award?" As a counter to this attitude [redacted] noted that the Director of Communications issued a worldwide OC Notice aimed to encourage supervisory personnel to take a liberal view toward employee ideas and suggestions and their relationship to job responsibility.

25X1A

e. One of the ways to measure the success of the Suggestion and Invention Awards Program is by the degree of enthusiasm and support managers can give to their employees in forwarding ideas to the Committee. [redacted] said, "One idea could save millions."

25X1A

f. [redacted] noted that the record has been consistently good with most Offices playing a very active role in the Suggestion and Invention Awards Program.

25X1A

g. Mr. Coffey said that, "(He) is a little disappointed that the Support Directorate has not done as well as in recent years. It runs like an old tune, but we need to be imaginative. The program is very worthwhile. I hope that you (Office Heads) personally inject yourselves into this effort."

4. Memoranda of Commendation -- Mr. Coffey.

Mr. Coffey distributed Memoranda of Commendation; one for the Office of Communications and one for the Office of Logistics.

5. Security Classification Guidelines -- [redacted]

25X1A
25X1A

a. [redacted] reported on an OGC opinion written by [redacted] People who have Top Secret classification authority can declare categories of documents exempt from the general declassification schedule.

25X1A

b. The DDP has issued a memorandum that calls for all correspondence to or from a CS installation (U. S. or foreign), within such a CS installation, or from the CS to another Government agency to be exempt from the general declassification schedule by paragraph 5B(2) of EO 11652. Therefore, virtually everything in the CS is exempt from the general declassification schedule.

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c. Also implemented by the DDP for all documents going outside the Agency re date of declassification are the words "Date Impossible to Determine." For all documents staying within the Agency, the symbol "E (exemption category) IMPDET (Impossible to Determine), CL BY (Classifier's Employee Serial Number) is used.

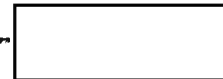
d. An Agency Notice has been sent out for coordination to concerned components. This Notice deals with adopting the new stamp

"E _____ IMPDET
CL BY _____"

and also elaborates on the stamp

"Warning Notice --
Sensitive Intelligence
Sources and Methods Involved."

6. Support Directorate Retirements for August 1972 --



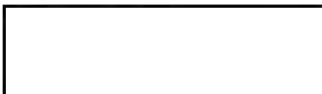
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Civil Service System

Name

Career Service

Effective Date



SL
SL

1 August 1972
4 August 1972

CIARDS

None

7. Security Violations for July 1972 -- Mr. Coffey.

Sharing in the Support Directorate's four security violations during July 1972 were: O/DDS with one; OC with one; OTR with one; and OF with one.

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8. Mr. Coffey noted that the cryptonyms for the following have been compromised: CIA; TSD; U. S. Government; and U. S. Embassy.

9. A new unit under the Department of Justice (one dealing with the coordination of intelligence about narcotics) and headed by a former Assistant Director of the FBI, Mr. William Sullivan, has expressed an interest to the Director in certain Agency officers. The Director has indicated that he would be "happy to help" if such individuals in the Agency have a desire to transfer out of the Agency. The Director will not allow Agency employees to be detailed. Mr. Coffey said that no one in the DDS has been approached for a job in the new Department of Justice unit. Certain people from the other three Directorates have been asked if they have an interest in transferring out of the Agency.

10. Around the Table

25X1A [] said that at 9:45 A. M. this Thursday, the Director will meet informally with the Summer Only employees. We have tried to line up this meeting before the bulk of the summer employees have to go. Forty-six will be leaving this coming Monday. Mr. Coffey asked the Office Heads to be sure that any Summer Only employees in their respective Offices be allowed to attend the meeting with the Director.

Mr. Blake noted that five more people in the "supply sub-career service" of the SL career service have signed up for retirement in FY 1973 under the liberal involuntary/discontinued service retirement programs allowed for surplus career categories.

cc: Each attendee

cc: Div. & Staff Chiefs

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